

## Monthly Training Schedule – March 2008

Date	Topic	Day	Time
4 March	Excel XP – Protecting Worksheets and Workbooks	Tuesday	8:30 – 10:30
5 March	Windows XP – Managing Files	Wednesday	8:30 – 10:30
11 March	Access XP – Introduction	Tuesday	8:30 – 4:00
13 March	Excel XP – Formulas and Functions	Thursday	8:30 – 12:00
13 March	Excel XP – Formulas and Functions	Thursday	1:00 – 4:30
19 March	Word XP – Working with Tables	Wednesday	8:30 – 12:00
20 March	Outlook XP – Using Rules to Process E-mail	Thursday	8:30 – 10:30
25 March	Office XP – Linking and Sharing Data	Tuesday	8:30 – 10:30
26 March	Access XP – Intermediate	Wednesday	8:30 – 4:00

### Registration Procedure

If you wish to register yourself or others for a class or workshop, please send an e-mail to Scott Concilla with the following information:

- **Name of student(s)**
- **Student(s) department**
- **Class or workshop student(s) is(are) registering for**
- **27-digit account number (Note: the JE for IS training is 1701)**

Registrations without ALL of the required information will be rejected. All classes and workshops are filled on a first come, first served basis. You will receive a confirmation e-mail when registration is completed. You will also receive an Outlook calendar item that can be placed on your Calendar, and a reminder one day before class.

### Cancellation Policy

Cancellations must be in writing (e-mail). Cancellations received less than 48 hours before the start of class will still incur a cost to the student's department. Students will also forfeit any rights to training materials for the class. If there are students on the wait list, the cancelled seat will be filled with the next available student. If there are no wait-listed students, then the student canceling will be responsible for locating a substitute.

Last-minute cancellations can be avoided by making sure to plan ahead! Notify managers and co-workers at least two weeks in advance of class dates and registrations. Put your scheduled class on your Outlook Calendar so that others will not schedule you during training.

## Course Details and Descriptions

### Excel XP – Protecting Workbooks and Worksheets

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**Length:** Workshop – 2 hours

**Level:** Intermediate/Advanced

**Prerequisite:** Excel XP – Introduction (minimum); Excel XP – Intermediate (recommended)

**Description:** Excel workbooks and worksheets provide many tools for protecting your work from “accidents” that other users may cause. In this workshop, students will learn how to use the various protection and password features of Excel to completely lock down a workbook, or leave portions open for other users to manipulate and view.

### Windows XP – Managing Files

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**Length:** Workshop – 2 hours

**Level:** Introduction

**Prerequisite:** none

**Description:** In this workshop, students will learn how to work with files in the Windows XP environment. Students will learn how to move and copy files, create new folders, create shortcuts to files, and store files in the proper location. Students will also learn the differences between the C:, H:, and S: drives, and the advantages and disadvantages of each.

### Access XP – Introduction

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**Length:** Full day – 7 hours

**Level:** Introduction

**Prerequisite:** Excel XP – Introduction

**Description:** This course teaches students the fundamentals of using Access XP. Students will learn basic database terms and design concepts, how to plan and create a database, work with tables, create queries with simple and complex criteria, use forms, filter records, and generate reports. Students will learn how to use both the built-in wizards to design database objects, as well as create the objects from scratch.

### Excel XP – Formulas and Functions

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**Length:** Half day – 3.5 hours

**Level:** Intermediate

**Prerequisite:** Excel XP - Introduction

**Description:** This course is a review of the formula-writing skills learned in the Excel Introduction course, as well as introduce new formula concepts and many useful functions. Students will review the order of operations, basic formula syntax, when to use (and not use) functions in formulas, and how to troubleshoot their formula writing. This course is good for any user who wishes to become more proficient at writing mathematical formulas in Excel worksheets.

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## Word XP – Tables

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**Length:** Half day – 3.5 hours

**Level:** Intermediate

**Prerequisite:** Word XP – Introduction

**Description:** Tables are a powerful formatting tool in Word that have many uses beyond just organizing information into rows and columns. In this course, students will learn how to create, modify, format, and enhance Word tables in their documents. Additional topics include using the table drawing tools, using AutoFormat, performing simple calculations in tables, moving tables, and other "lesser known" uses for tables.

## Outlook XP – Processing E-mail Automatically Using Rules

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**Length:** Workshop – 2 hours

**Level:** Intermediate/Advanced

**Prerequisite:** Outlook XP – Introduction

**Description:** Rules are a powerful feature of Outlook for automatically processing incoming e-mail in a variety of ways. Rules can be designed to run any time e-mail is received, or specifically when a user is marked Out of Office. In this workshop, students will learn how to use Outlook's Rules Wizard to create rules and the variety of options and conditions associated with rules.

## Office XP – Linking and Sharing Data Between Applications **NEW!**

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**Length:** Workshop – 2 hours

**Level:** Advanced

**Prerequisite:** Word XP – Introduction, Excel XP – Introduction, and/or PowerPoint XP – Introduction

**Description:** All of the Office applications are extremely versatile when it comes to their ability to handle and have data present from other applications. In this workshop, students will learn how to share and link data across the Office application suite. Topics include learning to use the Enhanced Office Clipboard to copy and paste multiple items across applications, using the Paste Special menu and its options, and understanding the difference between simple copying and pasting versus creating links to the actual data in other documents.

## Access XP – Intermediate

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**Length:** Full day – 7 hours

**Level:** Intermediate

**Prerequisite:** Access XP - Introduction

**Description:** In this course, students will build upon the skills learned in Access XP Introduction to further enhance a database, with a primary concentration on topics related to tables. Topics include understanding how to normalize data, creating relationships between tables, implementing referential integrity, creating and using Lookup tables, working with input masks, controlling data entry in tables using validation rules, setting the properties of tables, and how to import table data from outside sources.